

**AZUSA UNIFIED SCHOOL DISTRICT
SURPLUS PROPERTY TIMELINE DATES**

CHRONOLOGICAL TIMELINE

DATE	ACTION	STATUS
Week of February 12, 2024	<p>Prepare letter and obtain input from Collective Bargaining Groups re: waiver submission.</p> <p>Prepare letter and obtain input from 7-11 Committee re: waiver submission.</p>	<p>F3 delivered draft memos for collective bargaining groups and 7-11 Committee in the week of 2/12/2024</p> <p>AUSD sent memos via email to collective bargaining units and 7-11 Committee on 2/16/2024</p> <p>A follow-up email reminder was sent to collective bargaining units and 7-11 Committee on 3/4/2024</p>
February 13, 2024	District Board Meeting.	Held on 2/13/2024
February 14, 2024	<p>Send out Notices to all appropriate entities.</p> <p>Send out Notice of Publication re: waiver submission.</p>	<p>Notices to all appropriate entities were delivered to the post office on 2/16/2024</p> <p>Notice of Publication regarding waiver submission was sent to the Tribune via email on 2/16/2024</p>
February 21, 2024	<p>Publication date 1.</p> <p>This must occur once per week or three successive weeks with at least five days between each publication, not including the actual publication date. (The Tribune)</p>	The Tribune published this on 2/21/2024
February 28, 2024	Publication date 2 with The Tribune.	The Tribune published this on 2/28/2024

March 6, 2024	Publication date 3 with The Tribune.	The Tribune published this on 3/6/2024
March 12, 2024	District Board Meeting. District to hold public hearing regarding State Board of Education (“SBE”) waiver submission and adopt resolution to submit waiver request. District to hold closed session discussion with Board regarding surplus properties.	Board Meeting held on 3/12/2024 <ul style="list-style-type: none"> ● Closed Session was held ● Public Hearing on waivers was held ● Resolutions of waivers were adopted
April 9, 2024	Submit waiver request to the SBE.	The waiver requests were submitted to the SBE on 4/9/2024
April 10, 2024	DCG, District and F3 to work on Requests for Proposals. (following waiver submission)	DCG, F3, and the District Team met on 4/10/2024 <ul style="list-style-type: none"> ● The team went over a draft of the RFPs and the timelines associated with the RFPs
May 5, 2024	Last day for entities to make an offer on the properties.	As of May 1st, no entities had made an offer on the properties
Week of May 6, 2024	The District, DCG, and F3 to schedule meeting finalizing RFP document.	This meeting is scheduled for May 6, 2024
May 7, 2024	Adopt Resolution of Intent to Sell Property at May 7, 2024 Board Meeting.	Since the District is selling the properties under the waiver process rather than the standard auction process, the Board of Education will not need to adopt a Resolution of Intent to Sell
Week of May 16, 2024	Release RFP (60 days before potential approval of waiver).	The RFPs were released on Monday, May 13. They are posted on the following websites: https://www.azusa.org/board-of-education/surplus-property-committee

		https://www.azusa.org/departments/business-services/purchasing https://www.costar.com/ https://www.loopnet.com/ https://www.loopnet.com/Listing/201-N-Vernon-Ave-Azusa-CA/31784903/ https://www.loopnet.com/Listing/1134-S-Barranca-Ave-Glendora-CA/31784971/ https://www.loopnet.com/Listing/5034-N-Clydebank-Ave-Covina-CA/31784987/ https://www.loopnet.com/Listing/1035-E-Mauna-Loa-Ave-Azusa-CA/31784955/
May – July 2024	Developers/interested parties will be given time to develop their offers for submission to the District and DCG.	Interested parties have until July 15, 2024, to submit offers to DCG Strategies.
July 10-11, 2024	SBE Meeting to review waiver submission.	
July 2024	SBE Approval of Waiver.	
July 15, 2024	Deadline for initial offers to be submitted to DCG from interested parties/developers.	
Week of July 22, 2024	DCG to review proposals and prepare summaries of all offers. DCG to provide matrix for all parties (District, F3, and DCG) to review collaboratively.	
Week of July 29, 2024	District, F3, and DCG to meet and discuss all offers and DCG matrix.	

August/September 2024	District team, DCG and F3 have time to review offers. DCG and the District may also conduct interviews, if necessary. If interviews are necessary, the District will select the appropriate staff and Board Members to attend. F3 will prepare formal communications to bidders the District is not interested in.	
August/September 2024	Select Buyer for each property.	
September 2024	Board meeting where final offer is decided, reasons for selection of the offer will be agendized and must be noted in the minutes. Board takes action to select desired Buyer offer and authorizes negotiation of the Letter of Intent (“LOI”) and Purchase and Sale Agreement (“PSA”).	
October 2024	District and F3 to prepare and negotiate a formal PSA with the Buyer.	
October/November 2024	The District will hold a Board meeting to approve PSA in open session with a resolution approving PSA and Notice of Exemption under CEQA.	
November 2024	Once the PSA is fully executed, it is presented to escrow and escrow is opened. Buyer makes first deposit into escrow.	
November 2024 – TBD	Buyer typically has 60-90 days to finalize its due diligence review of the site. This could be extended based on the individual transaction. <ul style="list-style-type: none"> • The District provides due diligence documents and preliminary title report (PTR) to developer to review condition of property within 7-10 business days of opening escrow. • The District and developer negotiate condition of title (first title objections will come from Buyer within 15 days of open of escrow, then District gets 15 days to respond). 	
TBD	Once due diligence period complete, Buyer will make second deposit and deposits become non-refundable.	
TBD	Close of escrow can be expected 24-36 months following the end of the due diligence period.	
TBD following process of Negotiation with Buyer	The District typically uses proceeds from the sale of surplus property for non-recurring maintenance or capital outlay. However, under certain limited circumstances, the District may deposit into the General Fund for one-time expenditures.	